

PALOUSE CITY COUNCIL AGENDA
Regular Council Meeting
April 12, 2022 @ 7:00 pm
Palouse Community Center 220 E. Main St

CALL TO ORDER: Mayor Tim Sievers called the Council Meeting to order at 7:05 pm.

ROLL CALL:

City Administrator Misty La Follett took Roll Call.

Council members present Sarah Bofenkamp, Leslie Jo Sena, Bill Slinkard, Samuel Brink, Travis Deerkop, Robert Brooks, and Ann Barrington.

City staff present: City Administrator (CA) Misty La Follett, Public Works (PW) Supt. Mike Wolf, and Police Officer Joel Anderson.

APPROVAL OF MINUTES:

Councilmember Deerkop introduced a **MOTION** to approve the minutes from the regular council meeting on March 22, 2022; the **MOTION** was seconded by: Councilmember Brink, and the **MOTION** passed.

PUBLIC WORKS REPORT:

Andrew Klempel from Whitney Equipment gave a presentation to Council on the SCADA water and sewer system alarms. The City currently has radio communication alarms with the reservoir and the two wells, and there is no alarm system on the lift stations and the wastewater plant that alerts the PW staff. PW is notified when the red light is on at the reservoir or lift stations with the current system. Most often, Supt. Mike Wolf is notified of an issue when residents see the red light and contact him.

Mr. Klempel's company sells a satellite and cellular-based alarm system, and any alarms would go directly to the phones of the PW staff. The alarms and data are stored more securely, and this data is emailed and texted to City staff phones. There are no limits on the number of users, and the information is stored off-site.

Each unit is an individual site, and if one goes down, it will not impact the locations. The cost to install this system for the wells and the sewer plants would be \$28,597, and the annual fee for the monitoring contract is \$1,950. Any tech support or equipment failure is included in the annual contract price.

Supt. Mike Wolf stated Mayor Sievers called him and let him know that there was a sewer backup. If this alarm system had been in place, he would have been notified immediately.

Mayor Sievers asked Supt. Mike Wolf to explain how the City would benefit from the system. Supt. Mike Wolf that when the telemetry and pumps fail to communicate with each, this will cause the reservoir to overflow or run dry. The City will not have water until it refills if it runs dry.

At the sewer plant, there have been times with the lift pumps are on for 14-15 hours when they usually only run about two hours in 24 hours. This could cause the pumps to fail, and a new pump is 5-10k.

*PW report attached to the minutes.

POLICE REPORT:

Officer Anderson presented his report to the Council. There have been 22 calls for service and 6 call-outs since the last council meeting.

*PD report attached to the minutes.

CITY ADMINISTRATOR:

CA La Follett informed the Council that a new building permit was submitted for Palouse Brewing Company. We will need to have a public hearing since this project falls under the jurisdiction of the shoreline management agreement.

CA La Follett said that Ms. Barstow would be addressing the Council later for more clarification on the park rules.

There has been a request for a community garden, and what steps do we need to take next to get this project started.

CA La Follett has continued to take classes all week in preparation for the Annual Report due on May 30, 2022.

OLD BUSINESS: No old business.

NEW BUSINESS:

Mayor Sievers stated that the bids for the looping main water improvements had been received, and there was an update on the F street bridge.

Rich Utzman from TD & H addressed the Council with these updates. Council has been given a copy of the Notice to Award for JR Massie & Company, LLC. They are anxious to get the project started, and all the materials are in stock. Their bid came in at \$647,000, and everyone is ready to proceed.

Mayor Sievers asked Council for a motion to accept the bid to move that project forward.

Councilmember Sena introduced a **MOTION** to allow the Mayor to accept the bid from JR Massie & Company; the **MOTION** was seconded by: Councilmember Brooks.

Councilmember Bofenkamp asked where the money for this project was coming from, and Mayor Seivers stated that it was a loan that would be paid back by resident fees, and the payments would not start until six months after the project was complete.

After a vote by Council, the **MOTION** passed.

Mr. Utzman stated that Michelle Bly with TD & H was hoping since the loan for the looping main project that the Public Works Board approved (PWB) was for more than the bid amount, the City could use those excess funds to repair the F Street Bridge. The PWB denied this request

Michelle has been working on a loan application for an emergency loan from the PWB. Mr. Utzman said since the water main on the F Street Bridge serves 1/3 of the residents of Palouse, that it would qualify as an emergency for this loan application.

Mayor Sievers stated that we needed a vote to allow the Mayor to sign the emergency loan application, and a vote was needed to declare an emergency to qualify for this loan.

Councilmember Slinkard introduced a **MOTION** to declare the F Street bridge water main break an emergency; the **MOTION** was seconded by: Councilmember Bofenkamp, and the **MOTION** passed.

CA La Follett asked Mr. Utzman how confident he was in the \$105k amount to repair the bridge and he felt confident in that number. Mr. Utzman hoped that the contractor working on the looping pain project would bid on this project since they would be in town working on other projects.

Councilmember Bofenkamp asked if the water main expenses would be separate from the TD & H expenses, and Mayor Sievers clarified that TD & H's engineering fees of approximately \$11,600, and the contract was with the attorney for review. The services would be the same as what they were doing for the looping main.

Council and Mr. Utzman discussed some of the specifics of this project.

Councilmember Brooks introduced a **MOTION** to allow the Mayor to sign the loan application for the F Street Bridge; the **MOTION** was seconded by: Councilmember Barrington; and the **MOTION** passed.

Mayor Sievers asked for a motion to allow payment of the invoice for services from TD & H for the looping main project. The total for this invoice is \$17,940.

Councilmember Sena introduced a **MOTION** to approve the invoices for TD & H; the **MOTION** was seconded by: Councilmember Barrington; and the **MOTION** passed.

COMMITTEE REPORTS:

Policy & Administration, Chair Barrington: The committee reviewed the Park Rules of Conduct and Officer Anderson's request to add an ordinance to make the rules more strict. Chair Barrington stated that in the Palouse Munciple Code 9.90.010, there is a straightforward process to handle those violations. This code reads as follows:

"The city council may from time to time adopt by resolution rules of conduct regulating the conduct of persons within the city parks. Such rules shall be posted in the city clerk's office and in a conspicuous place within each city park. The rules shall not provide for a criminal or civil penalty; any violation of state or local law shall be punishable separately. However, anyone who violates the rules shall be subject to exclusion from the parks as provided in PMC 9.90.020. [Ord. 882 §1, 2010]."

The committee felt that there was no action for them to take at this time.

The Council continued to discuss the park rules in more detail with Officer Anderson.

Mayor Sievers asked what the park rules are according to the sign:

Park Rules of Conduct

No person within the City's Parks shall commit a violation of any federal or State law, or any ordinance of the City of Palouse or any section of the Palouse Municipal Code.

The following conduct is expressly prohibited within any City Park:

1. Littering
2. Discharging fireworks
3. Camping unless specifically authorized
4. Unlawful possession of drugs or alcohol
5. Behavior that impedes the use of restrooms by park visitors
6. Bullying, harassing or aggressive behavior toward others

7. Urinating or defecating, except in restrooms
8. Failure to immediately clean up any feces left by any animal that is not in your custody and control.
9. Removing, destroying, damaging, or mutilation of any shrubs, plants, flowers, or trees
10. Distribution of any handbills, circulars or signs in any manner that interferes with patrons.
11. Sexual misconduct, including indecent exposure or offensive touching, or sexual acts.
12. Driving a motor vehicle, motorcycle or motorized scooter within any city park except within designated roadways and except as approved by city staff.
13. All noise between 10:00 pm and 7:00 am should be kept at a reasonable level unless prior arrangements have been made through the City.

After a lengthy discussion, the Council decided to keep the park rules the same and make sure that they are posted at City Hall, and the park rules sign at the park should be updated. If there are ongoing issues, they can address this issue at a later date.

Councilmember Bofenkamp asked that the open forum be the next item on the agenda, and the Mayor and Council agreed.

OPEN FORUM:

Janet Barstow addressed the Council and gave an update on the Palouse All Class Reunion to take place on July 16, 2022.

Councilmember Slinkard introduced a **MOTION** to allow a variance to allow live music in the park until 11:00 pm; the **MOTION** was seconded by: Councilmember Sena; and the **MOTION** passed.

Connie Newman addressed the Council and gave an update on the Palouse real estate and asked the Council to address the contract rate at the RV park and the possibility of reducing that rate for contractors.

Budget, Finance, & Major Acquisitions, Chair Bofenkamp: No report

Streets, Properties, & Facilities, Chair Deerkop: No report

Personnel, Chair Sam Brink: The Deputy Clerk interviews have been conducted, and the lifeguard interviews need to be scheduled.

Water and Sewer, Chair Slinkard: After reviewing the draft of the Value Planning report and reviewing the options for the sewer plant. The objectives are to maintain river temperature, and the deadline is 2024. The second object is to prevent nitrogen discharge, and the possible deadline is 2030.

The best option for the prevention of the nitrogen issue is pumping the waste to the City of Pullman for treatment.

Joint Fire Board, Chair Sena: No report.

MAYOR'S REPORT:

Mayor Sievers reported that the Deputy Clerk position has been offered and hopefully will be filled soon.

ALLOW PAYMENT OF BILLS:

Councilmember Bofenkamp introduced a **MOTION** to allow the payment of bills. Councilmember Sena seconded the **MOTION**; the **MOTION** passed.

The following checks are approved for payment:

Claims Paid	04/12/2022	Ck. #12308-12341	\$ 6,457.55
Payroll		Ck. #12308-12341	\$34,966.02

ADJOURN: Councilmember Brooks MOVED to adjourn; Councilmember Bofenkamp seconded the **MOTION**; the **MOTION** passed.

The council meeting adjourned at 9:09 pm.

APPROVED: _____ ATTEST: _____

Public Works Superintendent Council Report

Date: April 08, 2022

(Keep in mind this is 5 days from each council meeting)

WATER:

We had Roach Construction, Garfield, TD&H, Whitman County Road & Bridge Departments, and Colfax Water operator come and look at the water main break site for ideas what should happen. Going through an engineering firm and a contractor was the best option. At this time we are waiting for TD&H to complete their work to move on to bidding out the project.

We read meters last week.

SEWER:

We had a sewer main plug on Saturday afternoon March 26th at around 4.

STREETS:

We started sweeping streets on Thursday. There is a lot of sweeping that needs to get done.

We touched up some arterial roads with gravel.

The bridge was opened to one lane and will remain that way until construction starts.

We hauled concrete barriers up to the bridge and borrowed signs and lit barricades from the Whitman County road department.

SHOP:

We got the street sweeper back on Wednesday and seems to be working good so far.

We serviced the backhoe and we will do more equipment as we have time.

STORM DRAINS:

We had Roach Construction look at the property where the storm drain was flooding the property on the south hill. Derek gave us ideas how to fix it.

PARKS:

Evan has been busy mowing, edging and spraying.

We moved the benches and tables from the flat house to the park.

POOL:

Evan went to Spokane today and got 1 of 2 pallets of filter powder.

Misty and I had a little meeting with our suggestions to forward on to the pool committee.

04/07/22
10:06

Palouse Police Department
Law Incident Summary Report, by Incident Number

1100
Page: 1

Number	Time and Date	Nature	Address	Loctn	Dsp
Agency: Palouse Police Department					
220320-01	13:22:45	03/20/22	Animal Problem		INA
220321-01	17:28:34	03/21/22	Utility Problem		INA
220322-01	07:58:42	03/22/22	Harassment		INA
220323-01	13:50:01	03/23/22	Abandoned Vehic		INA
- 220324-01	01:59:23	03/24/22	Suicidal Person		INA
220325-01	11:54:46	03/25/22	Suspicious		INA
220326-01	10:53:51	03/26/22	Found Property		INA
- 220326-02	13:14:51	03/26/22	Suspicious Pack		INA
220327-01	14:18:57	03/27/22	Disorderly		INA
220327-02	14:19:40	03/27/22	Citizen Dispute		INA
220328-01	17:25:21	03/28/22	Parking Problem		INA
220329-01	16:19:16	03/29/22	Animal Problem		INA
220329-02	16:20:01	03/29/22	Found Property		INA
- 220330-01	13:09:16	03/30/22	Mal Mischief		INA
- 220401-01	14:17:39	04/01/22	Custodial Int.		ACT
220403-01	08:18:19	04/03/22	Animal Stray		INA
220404-01	12:47:59	04/04/22	Alarm Burglary		INA
- 220405-01	11:24:58	04/05/22	Animal Problem		INA
220406-01	10:20:03	04/06/22	Theft Other		INA
220406-02	19:16:50	04/06/22	Theft Other		INA
Total Incidents for This Agency:				20	

Total Incidents for This Report: 20

Report Includes:

All dates greater than `00:00:00 03/19/22`
All agencies matching `PAPD`
All officers
All dispositions
All natures
All locations
All cities matching `PALOUSE`
All clearance codes
All observed offenses
All reported offenses
All offense codes
All circumstance codes

*** End of Report /tmp/rptoBF2bZ-rplwizr.r3_1 ***

City Administrator Report
April 12, 2022

- Palouse Brewing Company –
- Park hours and Alcohol Policy –
- Annual Report Training and ARPA Reporting -
- Community Garden -